

25X1A

Approved For Release 2001/05/01 : CIA-RDP80-01826R000700100017-0

Next 2 Page(s) In Document Exempt

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25X1A

PERSONNEL

FITNESS REPORT

REVISED FITNESS REPORT SYSTEM

1. A revision of the Fitness Report system is being installed, including revised reporting policies and procedures. This revision, based on Agency-wide experience and evaluation, is the result of extensive research on the subject, including study of the use of and reactions to the predecessor Fitness Report form and procedures. During the last several months a series of informal conferences has been held with operating officials, supervisors and administrative and personnel officers at all levels and from all Agency components, and the experience and ideas elicited from these meetings have been incorporated into the revised system. The result of these studies, meetings, and experience is a stronger, more effective evaluation program and simplified reporting procedures.

2. The attention of all supervisors is directed to [REDACTED] 25X1A Fitness Reports, dated _____, which prescribes the new policies and procedures and to [REDACTED] Fitness Reports which provides guidance for completing the Reports. Instructions contained in [REDACTED] and on the new 25X1A report form will provide answers to many questions. Personnel Officers in the operating components and those operating and administrative officers who helped make the decisions leading to the revised system will be able to assist supervisors in completing the new Fitness Reports. For additional guidance,

supervisors may contact officials of the Personnel Assignment Division,

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

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CLASS. CHANGE TO: TS S C

NEXT APPROVED FOR RELEASE

AUTH: MK 13-2

DATE: 19/06/81 REVIEWER: 018995

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25X1A

PERSONNEL

Office of Personnel. The Office of Training moreover, in cooperation with the Office of Personnel is providing training in the preparation of Fitness Reports for a number of key officials who will then assist supervisors in their respective jurisdictions.

3. The revised Fitness Report is a two-part form designed to provide supervisors at all levels with a means of evaluating on-the-job productivity and performance of employees, and the potential of employees in making selections for advancement and future assignment.

a. Form No 45, Fitness Report (Performance - Part I) will be used as prescribed in [REDACTED]: Fitness Report, to evaluate the on-the-job productivity of the employee. This form is designed to provide the supervisor with a means of rating the individual's productivity in terms of individual and specific performance factors as well as overall performance. Agency policy stated in [REDACTED] prescribes that the completed Part I will be shown to the employee being rated, except that the supervisor may elect not to do so at the time the report is completed under the circumstances prescribed in paragraph 2 b(1) of [REDACTED]. This part of the Fitness Report, which is fairly brief, will be completed whenever a report is required.

b. Form No. 45, Fitness Report (Potential - Part II) will be used to evaluate the potential of the employee for selection and planning purposes. Agency policy prescribes that it will not be shown to the employee being rated. This part of the form consists of revised elements

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25X1A

25X1A

PERSONNEL

of the predecessor Fitness Report concerning potential and a new element designed to elicit estimates as to the capability of the employee for supervisory duties. Part II of the Fitness Report which, normally, will be completed only once a year, is optional for professional, technical and clerical employees in grades GS-4 and below, but is mandatory for professional and technical employees GS-5 and above.

4. The revised Fitness Report system is effective 1 January 1956. Reports due during the month of January and thereafter will be made on the new forms and in accordance with the revised policies and procedures.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

DISTRIBUTION: AB

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